

Tangent90 is an eclectic, enthusiastic team of innovators, developers, practical problem solvers and client services professionals, whose breadth of experience across a wide range of industries enables us to deliver intuitive solutions to complex challenges.

We are looking for a Production Administration Assistant (with QA & Editor role focus) to lead and improve our QA processes and activities, together with actioning content updates in websites.

This is a fantastic opportunity for a motivated and collaborative individual with outstanding administrative credentials to work for a prime digital solutions company with aggressive growth plans. Are you looking for your next career move? Come and join us!

Production Administration Assistant (with QA & Editor role focus)
Salary - commensurate with skills experience
Competitive benefits package

It may be autumn but our year continues with ambitious growth plans - join us and share our vision for the future. This is an exciting opportunity for a conscientious individual to define and develop a pivotal role within the business.

As a QA Engineer/Tester, you will work collaboratively to hone a great user experience for our products, and you will be responsible for contributing to product delivery success. This role is particularly aimed at CMS hosted websites - so would suit a website QA/Tester who is looking to manage/build a team or a new challenge with QA process of enterprise class CMS hosted websites and more.

The person who would fit this role would be looking to really become involved with the environment and activities around the websites, in order to schedule in and run QA activities with the development team to tight deadlines, whilst also aiding the development team with content edits to websites.

This role would involve taking the lead as part of a smaller branch of our full QA team in terms of these processes to really understand how to test the developed functionality and websites not only from an end client perspective, but also a Sitecore editor perspective.

Your contribution and responsibilities will include:

- Possibly leading a QA team on projects and support tickets in the form of QA and Editor roles
- Assisting senior staff on larger projects and requirements
- Investigating and problem solving/finding solutions
- Creating processes where needed
- Assuming the lead as part of a small QA team in terms of scheduling QA processes and activities with Development team
- Implementation of general administrative tasks
- Assignment of tasks to appropriate teams
- Collaborating with the team to ensure process continuity

How do we envisage that you could prosper in this role?

Do you have at least 18 months' previous relevant commercial experience, possess an ambitious approach to succeed in a start-up environment, be able to communicate effectively across multiple teams, and prioritise processes effectively in a pro-active and professional manner? Spanish and other languages could be a significant advantage.

Our expectations are high - you must be able to demonstrate an efficient and accurate approach to your role and be capable of working independently and to tight deadlines. Can you prove that you are self-motivated, with a positive and enthusiastic approach to the position?

We require our new colleague to have a strong customer service focus, both external and internal, and possess excellent communication (both verbal and written), with particular focus on the ability to adopt an investigative and enquiring approach to situations, incomparable organisational skills, and a keen eye for detail and process.

We anticipate that the successful candidate will be educated to Degree/'A' level standard, with broad solution industry knowledge, particularly within the area of applications. An aptitude and experience of Sitecore CMS/other CMS is beneficial.

Apart from the academic qualifications, you must possess sound digital literacy across MS office products (including Teams); Google sheets, OneDesk and Adobe suite. A pre-requisite would also be a good understanding of basic technical elements/terminology e.g difference between a JPG and PNG, PDF and PPT, browsers, cache, domains, etc.

In addition, you will be a confident team player, capable of working independently, with a good sense of humour and an engaging personality.

Finally - the position is full time and based in Slough.

If you are interested in becoming part of a company destined for great things and are motivated by a fast-paced environment, we'd like you to join us. A career with Tangent90 will offer you real accountability, the freedom to do your job and a friendly, supportive environment.

If a candidate is based in the UK, you must be eligible to work in the UK
Please email your CV to: careers@tangent90.com
www.tangent90.com

Please note - Keeping safe and healthy in the workplace is important at any time but even more so in times like these. Therefore, due to Covid-19, staff members have been working remotely but we are now beginning to return to the office. Our hiring process is no exception - to protect you, our hiring team and others around, we will be arranging remote interviews with candidates.

Status: Full time, permanent
Career Level: (Non-Manager) maybe team lead
Benefits - Medical expenses scheme /potential performance related bonus/ Auto enrolment Pension scheme/ car parking/flexible working environment
PR020